

BY-LAWS AND REGULATIONS
OF THE
INDIANA INSTITUTE
FOR THE
EDUCATION OF THE BLIND.

INDIANAPOLIS:
SAMUEL M. DOUGLASS, STATE PRINTER.
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ARTICLE I.

DESIGN OF THE INSTITUTION.

SECTION 1. The design of the Institution shall be strictly educational, having reference only to the physical, mental and moral training of the young blind, of both sexes, residing in the State, and not to the providing of an asylum for the aged and infirm, or a hospital for the treatment of disease.

SEC. 2. It shall be regarded as a department of public instruction, and therefore its privileges shall be tendered, free of expense, to all suitable applicants from within the State.

SEC. 3. Pupils from without the State may, at the discretion of the Trustees, participate in the benefits of the Institution by paying a reasonable sum for their support and education.

ARTICLE II.

BOARD OF TRUSTEES.

SECTION 1. The Board of Trustees shall hold its regular meetings at the Institute, and the day of meeting shall be the first Wednesday in each month, unless otherwise ordered in special cases.

SEC. 2. The majority of the members shall constitute a quorum for the transaction of business.

SEC. 3. Special meetings may be called by the President, or by one of the Trustees and the Superintendent.

ARTICLE III.

THE SECRETARY.

SECTION 1. The Secretary of the Board shall be elected annually by the Trustees, at their regular meeting in April, and be subject to removal at any time for just cause.

SEC. 2. He shall issue all notices of the meetings of the Board and keep full minutes of the proceedings at each meeting, furnishing attested copies of the minutes to those whom they concern, when appropriate to do so.

SEC. 3. He shall keep all accounts between the Institution and the State Treasury Department, and shall draw all warrants upon the Auditor of State for allowances by the Board, which warrants shall be signed by the President and himself, and certified to by the Superintendent of the Institution.

SEC. 4. He shall furnish annually to the Board, on the 1st day of November, a detailed statement of all the allowances made during the preceding year, to accompany their annual report, setting forth the names of the parties to whom the allowances were made and on what account. He shall also furnish to the Board for insertion in their annual report a general statement of the expenses of the year, classified under appropriate heads.

SEC. 5. He shall carry on the official correspondence of the Board, keeping copies of the letters written, and carefully filing those received.

ARTICLE IV.

THE SUPERINTENDENT.

SECTION 1. The Superintendent shall be chosen quadrennially by the Board, at their regular meeting in July, and his term of service shall commence on the first day of October succeeding his election. He shall be subject to removal at any time, for just cause, after a fair hearing before the Board.

SEC. 2. He shall be the executive head of the Institute, and the medium of communication between it and the Board of Trustees.

SEC. 3. He shall have the nomination, subject to confirmation by the Board, of all the teachers and other assistant officers in the Institution, together with the attending Physician, and shall be respon-

sible for the faithful performance of their several duties, as well as for the advancement and good behaviour of the pupils under their charge.

SEC. 4. He shall keep a register of all the pupils received into the Institute, embracing their names and ages, the causes and degrees of their blindness, the dates of their admission and discharge, the post office address of their parents or guardians, and such other information concerning them as may be deemed important.

SEC. 5. In the School Department, he shall prescribe the course and methods of instruction, the time to be devoted by teachers and pupils to the several branches of study, the apparatus and text-books to be employed, the system of discipline, and other matters pertaining to the mental and moral improvement of the pupils. And it shall be his duty to make frequent visits to the several class-rooms during the hours of instruction, for the purpose of keeping himself informed as to the progress and deportment of the pupils, and of making such suggestions to the teachers as he may deem useful.

SEC. 6. In the Work Department, he shall prescribe the kinds of work to be learned by the pupils, and the number of hours per day to be devoted to labor; and shall be required to pass frequently through the several shops and work-rooms, for the purpose of keeping himself informed of the progress and deportment of the pupils, and of making such suggestions to the master mechanic and others employed as he may deem useful. He shall direct the manner in which the business of the female branch of the Work Department shall be conducted, and shall see that full justice is done the pupils in the male branch by the Master of Handicraft.

SEC. 7. He shall direct the purchase of the necessary apparatus for the work-shops, and see that it is kept in proper condition for use.

SEC. 8. In the female branch of the Work Department, he shall purchase, or cause to be purchased, all needful apparatus and materials, and cause all moneys received from sales of manufactured articles to be paid over to him at least once a week, keeping a strict account of his disbursements and receipts on account of the department, and reporting the same monthly to the Board.

SEC. 9. In the Household Department he shall prescribe the number of domestics and other assistants of a like character to be em-

ployed, fix their rates of compensation, and pay their wages, presenting a monthly account to the Board for money thus paid out, which account or pay-roll shall exhibit the number, occupation and wages of the persons employed.

SEC. 10. He shall see that all the pupils are comfortably and respectably clad, and when their friends, through inability or neglect, fail to provide them with the necessary clothing, he shall supply the same and present the accounts therefor to the Board for allowance. He shall also defray the traveling expenses of such pupils as are not provided by their friends with means to return to their homes when required to leave on account of vacation or otherwise, and present his account for the same as in the case of expenditures for clothing; and in case of the death of pupils at the Institute, whose remains are not removed by their friends, he shall defray all necessary funeral expenses, presenting accounts for the same in like manner as aforesaid. On the first of April and October in each year, he shall make out against the respective counties in which the pupils reside, who shall have been provided for as specified in this section, itemized accounts of expenditures in behalf of such pupils and present the same to the Treasurer of State for collection, taking his receipt therefor and presenting it to the Auditor of State that he may place to the credit of the Institution the amount of such accounts.

SEC. 11. All other ordinary expenses, whether of the Household or School Department, shall be defrayed by the Superintendent, and accounts for the same laid before the Board for examination and allowance.

SEC. 12. Whenever furniture, apparatus, work material or the like, to any considerable amount, shall in his judgment be needed, the Superintendent shall so inform the Trustees, and if they shall consent to the expenditure, he shall purchase, or cause to be purchased, the requisite articles upon the best practicable terms, and present the necessary accounts to the Board for allowance.

SEC. 13. He shall have care of all the buildings and grounds of the Institute, and shall see that they be kept constantly in order, both as to cleanliness and minor repairs.

SEC. 14. He shall exercise due care in the promotion of the health of the pupils, by requiring of them frequent and thorough ablutions, exercise in the open air, and entire abstinence from all injurious practices, and providing them with plain, substantial diet, together with comfortable dormitory accommodations, and in all cases

sickness, shall see that they have prompt medical treatment, as well as every other necessary attention.

SEC. 15. He shall certify to all accounts, for whatever purpose, before the same shall be presented to the Board for examination and allowance.

SEC. 16. He shall use his utmost endeavors to imbue the minds of the pupils with the strictest principles of morality, and to induce them to avoid all unbecoming personal habits, requiring them to attend regularly upon public worship, at such places as may be severally chosen by themselves or their friends.

SEC. 17. While he is enjoined to pay particular attention to the religious instruction of the pupils, he shall studiously avoid and prevent the inculcation of sectarian views, and the same care shall also be observed in regard to partizan politics.

SEC. 18. He shall see that due respect always be had to the appropriate observance of the Sabbath by all persons connected with the establishment, neither permitting visiting on that day at the Institute, nor allowing the pupils to make visits out of the house, or engage in improper occupations or amusements.

SEC. 19. It shall be considered by him an essential feature in the management of the Institute to prevent all unnecessary intercourse between the male and female pupils, and he shall therefore see that they are never together, excepting in the class-rooms during the hours of instruction, or in the presence of some officer.

SEC. 20. He shall make an annual report to the Trustees, embracing an account of the condition and progress of the several departments of the Institute, of the course of instruction pursued, and of the health and general improvement of the pupils, with suggestions for the advancement of the objects of the Institute.

SEC. 21. He shall have power, as provided by law, to suspend any subordinate officer for incompetency or dereliction of duty until the next succeeding meeting of the Board, when he shall report the case for final adjustment by that body.

SEC. 22. He may delegate to his several assistant officers any of the duties specified in the foregoing sections, which may be appropriately entrusted to them; and in order that all the officers and other persons engaged in the Institute may have a clear understanding of their relative duties and obligations, he shall be required to draft a set of regulations, defining their respective duties, a copy of which,

after approval by the Trustees, shall be furnished to each; and for every essential change in the said regulations, the further approval of the Trustees shall be necessary.

ARTICLE V.

THE SUBORDINATE OFFICERS AND ATTENDING PHYSICIAN.

SECTION 1. The Steward, (if such officer be found necessary,) Matron and Attending Physician, shall be appointed annually by the Board at their July meeting, and their term of service shall commence on the first of October following the time of such appointment. They shall be subject to removal at any time after a fair hearing before the Board.

SEC. 2. The teachers employed in the several departments, including the Mistress of Handicraft, shall also be appointed annually by the Trustees at their July meeting; and their term of service shall be coincident with the duration of the school session next succeeding the time of such appointment.

SEC. 3. In case the Superintendent or Trustees shall not be prepared at the time specified for the nomination or appointment of any one or more of the officers named in the first and second sections of this Article, or in case of casual vacancies occurring at any time, appointments may be made at any other regular meeting of the Board.

SEC. 4. The subordinate officers shall co-operate cheerfully with the Superintendent in the general management of the Institution, and shall labor assiduously in their respective departments for the promotion of its objects.

SEC. 5. The Attending Physician shall visit the Institute upon the call of the Superintendent, and at such other times as he may think necessary or proper, rendering such medical and surgical services, except in capital operations, to the pupils as may be deemed necessary. His compensation shall be fixed and paid by the Board of Trustees, and no charge shall be made to any pupil for medicine or medical attendance by the regular Physician.

SEC. 6. The Physician shall, when such is deemed necessary by the Superintendent, employ the aid of a consulting Physician at his own cost; but such consulting Physician shall in no case supersede the regular one.

ARTICLE VI.

THE SCHOOL SESSION.

SECTION 1. There shall be one annual session of the school, commencing on the first Wednesday after the fifteenth of September, and closing on the last Wednesday in June following, leaving a vacation of twelve weeks.

SEC. 2. It shall be considered obligatory upon all of the pupils to spend the period of vacation at their respective homes.

SEC. 3. When in any case the friends of a pupil shall fail to remove him or her from the school at the commencement of vacation, the Superintendent shall cause such pupil to be sent home, and charge the expense of removal to the county in which he or she may have residence, as provided for by legislative enactment.

ARTICLE VII.

THE ADMISSION AND DISCHARGE OF PUPILS.

SECTION 1. All blind persons residing in the State of Indiana, who are between the ages of nine and twenty-one years, and who are not incapacitated by physical, mental or moral infirmity for useful instruction, shall be considered eligible for admission as pupils of the Institute; but no one whose age does not come within the limits just prescribed shall be received, excepting in peculiar cases, and by special action of the Board of Trustees.

SEC. 2. The Board shall cause to be prepared an appropriate circular setting forth the objects of the Institution, the regulations pertaining to pupils, and such other information as may be of interest to applicants, together with definite instructions as to the manner of procedure in making application; a copy of which circular shall be forwarded to the friends of any person wishing to become a pupil, and no one shall be sent to the Institute until said instructions shall have been complied with.

SEC. 3. The Superintendent shall have authority to admit all applicants who come within the prescribed rules as to age, etc., but shall refer all other cases to the Board.

SEC. 4. All the regular pupils shall be required to be in attendance at the Institute at the commencement of each session, and to remain until its close, unless prevented by sickness or other exigency;

and in case of the failure of any pupil to comply with this requirement, without a sufficient reason, the right of such delinquent pupil to the privileges of the Institute shall be forfeited, at the discretion of the Trustees.

SEC. 5. There being no limit fixed by law for the time during which a pupil may remain in the Institute, it shall be left to the Superintendent and Trustees to determine in each individual case as to the proper time for dismissal.

SEC. 6. Pupils may be expelled by the Superintendent for misconduct, when they shall be adjudged by him to be incorrigible, or when, in his judgment, the good of the Institute demands it, but his action in all such cases must be reported to the Board for final adjustment.

SEC. 7. Pupils who complete their course of instruction with credit to themselves, may be furnished with a diploma by the Superintendent, signed by himself and countersigned by the President and Secretary of the Board.

Adopted by the Board of Trustees October 24, 1866.

ANDREW WALLACE, President.

Attest:

WILLIAM M. STILWELL, Secretary.

SUPERINTENDENT'S REGULATIONS,

PRESCRIBING THE SPECIFIC DUTIES OF THE SUBORDINATE OFFICERS,
IN ACCORDANCE WITH THE BY-LAWS.—ARTICLE 4, SECTION 22.

ARTICLE I.

LITERARY DEPARTMENT.

SECTION 1. It shall be the duty of the several teachers in the Literary Department, to thoroughly instruct the different classes assigned them, in the *principles* of the branches of knowledge pursued, studiously avoiding the inculcation of merely mechanical or superficial forms.

SEC. 2. It shall be a ruling principle in their teaching, to develop and train all the mental faculties of their pupils, considering the mere inculcation of knowledge as of secondary importance, compared with the proper training of the mind.

SEC. 3. They shall employ, so far as applicable, the most improved methods used in schools for the seeing, giving their instruction, as far as possible, by means of oral lessons, with appropriate illustrations, rather than reading from text books, so that ideas and not mere words, may be taught; and they shall require the pupils to recite by topics, carefully avoiding the use of leading questions in conducting the recitations.

SEC. 4. The principal teacher will be expected to have the immediate oversight of all the male pupils when out of school and not under the particular charge of any one else, seeing that they arise promptly at the ringing of the morning bell, retire as promptly at the required time in the evening, conduct themselves in an orderly manner in their dormitories, attend punctually at their meals, deport themselves properly in their various resorts about the buildings and grounds, and in all other respects conform to the regulations of the Institute.

SEC. 5. Whenever text books, apparatus, stationery, or the like, shall be needed for the use of this department, the principal teacher shall report the same to the Superintendent, and no purchase must be made by him without authority from that officer.

N. B. See General Regulations.

ARTICLE II.

MUSIC DEPARTMENT.

SECTION 1. The teachers in the Music Department shall give instruction in both vocal and instrumental music to all the pupils of the Institute who may be found competent to receive such instruction, and to those who possess decided musical talent, in the theory and composition of music also, as well as in the tuning of pianos and other instruments.

SEC. 2. In their selections for practice they shall resort to the compositions of the most approved authors, carefully rejecting every piece possessing an immoral tendency, and such as would serve in any degree to depreciate the tastes of their pupils.

SEC. 3. In teaching vocal music they shall consider it of primary importance to inculcate clearness and distinctness of enunciation, applying, so far as practicable, the rules of elocution to the vocal exercises of their pupils.

SEC. 4. In the instrumental department they shall teach the pupils to perform upon the pianoforte, the organ, and all the varieties of wind and stringed instruments in common use, so far as required by the Superintendent.

SEC. 5. In imparting their instructions in the principles of music, they shall observe all of the rules laid down for the guidance of the teachers in the Literary Department.

SEC. 6. They shall seek for the pupils frequent opportunities of hearing the performance of skillful artists, in order to the improvement of their tastes.

SEC. 7. The principal music teacher shall have the immediate direction of all the assistants employed in this department, and shall be responsible to the Superintendent for the faithful performance of their duties. He shall also see that all the instruments are kept in good repair, and in every other respect properly cared for, preventing their being meddled with by pupils who are not receiving instruction upon them.

SEC. 8. Whenever new instruments, music, or other articles pertaining to this department shall be needed, the principal teacher shall report the same to the Superintendent, and no purchase must be made by him without authority from that officer.

N. B. See General Regulations.

ARTICLE III.

INDUSTRIAL DEPARTMENT.

SECTION 1. The Master and Mistress of Handicraft shall have immediate charge of the male and female Work Departments, respectively, and shall carefully instruct the pupils in such manual arts, and at such times, as may be designated by the Superintendent.

SEC. 2. They shall keep accounts of all articles manufactured by the pupils in their respective departments, in such manner as to show the value thereof, and report the same monthly to the Superintendent.

SEC. 3. They shall require their pupils to deport themselves, during the hours devoted to work, in the same quiet, orderly manner as is usual in the school rooms during class recitations.

SEC. 4. They shall have the immediate charge, respectively, of all the buildings or apartments, as well as the tools and fixtures, devoted to the use of the Work Department, and shall see that they are kept constantly in order.

SEC. 5. They shall have the immediate direction of all assistant instructors or other persons employed in their respective departments, and shall be responsible for the faithful performance of the duties assigned said persons so employed.

SEC. 6. The Master of Handicraft shall conduct the shops under contract, supplying all the work materials needed in his branch of the department, at his own expense, and receiving all the wares manufactured by the pupils under his direction, as a compensation for the instruction given them; but he shall be furnished by the Institution with all tools and other appurtenances needed by the pupils in plying the several mechanic arts in which they are being instructed.

SEC. 7. The Mistress of Handicraft shall have the charge of all stock pertaining to her branch of the department, and of the sales thereof. She shall keep a strict account of all money received from sales, and pay over the same weekly to the Superintendent.

SEC. 8. She may, at her discretion, furnish materials to pupils for overwork, and pay them for their labor, out of the receipts from sales, such at rates as may be, from time to time, authorized by the Superintendent; and the amount thus paid must be reported to the Superintendent at each weekly settlement.

SEC. 9. Each of the officers named in this article shall keep the Superintendent duly notified of the wants of his or her branch of the Industrial Department; and they shall in no case pay out money to meet these wants without authority from the Superintendent.

N. B. See General Regulations.

ARTICLE IV.

HOUSEHOLD DEPARTMENT.

The Steward.

SECTION 1. The Steward, (if any be employed,) shall have the oversight of the buildings and grounds of the Institute, together with the various appliances for warming, bathing, cooking, washing, etc.; the household furniture, the vehicles and harness, and all other property of the kind, excepting such parts of the buildings and their appurtenances as may be assigned to the particular care of other officers; and it shall be his duty to see that all these are kept in constant order. When repairs of any kind are needed, he shall report the same to the Superintendent, and receive his instructions as to the manner in which, and the parties by whom, they shall be executed. He shall also have the oversight of the horses and other stock belonging to the Institute, seeing that they are properly fed and otherwise cared for by the persons having the immediate charge of them.

SEC. 2. He shall have the immediate direction of the male employes in the discharge of their respective duties, reporting to the Superintendent all persistent delinquencies on their part.

SEC. 3. He shall, in connection with the Matron, have charge of the various supplies for the Household Department, seeing that they are properly cared for and economically used; and when these need replenishing, shall make the necessary purchases under the direction of the Superintendent.

SEC. 4. He shall purchase, under the direction of the Superintendent, all necessary clothing supplies for such of the male pupils as are provided for in that respect by the Institute.

SEC. 5. He shall pay the wages of all employes out of money furnished him by the Superintendent for that purpose, and take receipts on the pay-roll for such payment, but shall have no authority to change their rates of compensation as fixed by that officer.

SEC. 6. He shall examine all bills for the expenses of the Household Department, and certify to their correctness before passing them to the Superintendent for presentation to the Board; and he shall keep all the accounts of the several departments of the Institution with the Board of Trustees, Superintendent, subordinate officers, pupils, or other parties.

SEC. 7. In addition to the several duties specified in the preceding sections, he shall lend his aid to the Matron when necessary in the care of the sick among the male pupils, and shall at all times be subject to the call of the Superintendent for the performance of any other reasonable service pertaining to the business of the Institution.

N. B. See General Regulations.

The Matron.

The Matron, being the female head of the establishment, shall participate in its general management, and co-operate with the Superintendent in the government of the pupils. Her special duties shall be as follows:

SECTION 8. She shall have the particular charge of the female pupils and younger boys when out of school, spending as much of her time with them as practicable, and laboring assiduously to promote their moral and religious improvement, and also to teach them to deport themselves in a courteous, amiable, and affectionate manner, as well in their intercourse with each other as with the officers of the Institute.

SEC. 9. She shall have charge of all parts of the building, as to their cleanliness, and shall see that they are kept constantly in order, permitting the female pupils to perform as much of the labor as is practicable.

SEC. 10. She shall have the care of all the bedding belonging to the Institute, together with the clothing of all the pupils, and shall see that they be duly changed, washed, ironed, and kept in order; the repairing, as well as the making of new articles, to be done under her immediate direction. She shall also have the charge of the clothing of the officers who board in the Institute, so far as regards washing and ironing.

SEC. 11. When new clothing supplies are needed for such female pupils as are provided for in that respect by the Institute, she shall purchase the same under the direction of the Superintendent.

SEC. 12. She shall have the immediate supervision of the female domestics, assigning to them their particular duties, and directing them in the performance thereof, and shall also see that they deport themselves in a respectful and orderly manner, obeying strictly the rules of the house concerning them.

SEC. 13. She shall have charge of the culinary affairs of the establishment, directing the purchase of marketing and the preparation of the food for the tables, and shall, in connection with the Steward, see that all the groceries, provisions, etc., are well taken care of and economically used.

SEC. 14. She shall be present during the meals of the pupils, to see that they are properly attended to by the domestics, and that they deport themselves in an orderly and becoming manner.

SEC. 15. She shall have the care of the patients, in case of sickness occurring among the pupils, administering to them as directed by the Physician or Superintendent; or in case of the employment of a nurse, she may delegate to such employe so much of the care of the sick as may be authorized by the Superintendent.

SEC. 16. She shall keep the Steward duly notified of the current wants of her department in the way of groceries, provisions and other like supplies; and when articles in the way of house-furnishing goods or clothing supplies are needed, she shall report the same to the Superintendent; but she shall in no case pay out money or incur obligations to meet these wants without the previous consent of the Superintendent.

SEC. 17. In case of the employment of an assistant Matron, or housekeeper, she shall direct the performance of the duties of such officer, as prescribed by the Superintendent.

N. B. See General Regulations.

ARTICLE V.

GENERAL REGULATIONS.

SECTION 1. In discharge of the foregoing obligations, the officers will, in all cases, be subject to the advice of the Superintendent, and it shall be their duty to consult him in a frank, courteous and unreserved manner, in whatever pertains to their respective departments.

SEC. 2. All of the officers will be expected to render themselves generally useful to the pupils, by spending as many of their leisure hours with them as is practicable, encouraging and assisting them in the prosecution of their studies, reading to them from useful works, striving, by judicious advice, to correct their habits and manners, and in every other way laboring for the promotion of their improvement and happiness. Especially shall they use their best endeavors to prevent them from acquiring, or continuing in, eccentric personal habits or mental peculiarities, and to teach them to deport themselves in a courteous, amiable and affectionate manner, as well in their intercourse with each other, as with the officers of the Institute.

SEC. 3. Every teacher or other officer shall be responsible for the good behavior of the pupils while under his or her particular charge, whether for instruction or any other purpose; and it shall be the duty of all to lend their aid at every other time to the Superintendent in the preservation of order among the pupils, by judicious advice and restraint, and by reporting to him any disorderly conduct which may come to their knowledge.

SEC. 4. No teacher, or other person employed in the Institute, shall inflict corporeal punishment upon any pupil, but when extreme cases of disobedience occur, such as merit more than a reprimand, they shall be reported to the Superintendent.

SEC. 5. Promptness will be expected of all, in attendance upon their classes, or in the discharge of any other obligation, and none will be at liberty to absent themselves from duty, even where substitutes may be provided, without consultation with the Superintendent, excepting in cases of emergency. Nor will any teacher be at liberty, during the hearing of any regular class, to engage in reading, writing or other occupation not belonging strictly to the duties of the class-room.

SEC. 6. No person shall be at liberty to grant leave of absence to any pupil, from the premises, unless authority so to do is especially delegated by the Superintendent.

SEC. 7. No person will be allowed to read in the presence of the pupils any book, pamphlet or paper which may be disapproved of by the Superintendent; nor shall any one attempt to influence the minds of the pupils either against or in favor of the news of any particular religious society or political party.

SEC. 8. All persons boarding in the Institute will be expected to be in their rooms at a reasonable hour at night, so that the house may be duly closed, and unnecessary disturbance avoided to those who may retire early.

SEC. 9. It shall be obligatory upon all the officers having control of pupils, to require of them a prompt and rigid performance of duty, allowing no neglect of study or work, or infringement of known regulations to go unreproved.

W. H. CHURCHMAN, Sup't.

Approved by the Board of Trustees October 24, 1866.

Attest:

WILLIAM M. STILWELL, Secretary.

